



**Policy:** 4002  
**Procedure:** 4002.09  
**Chapter:** Secure Facilities  
**Rule:** Supervision of Juveniles

**Effective:** 01/27/2006  
**Replaces:** 4002.09  
**Dated:** 06/15/2005

## Purpose

The Arizona Department of Juvenile Corrections (ADJC) supervises juveniles to ensure a safe and therapeutic environment.

## Rules

1. The **UNIT SHIFT LEADER** shall ensure appropriate supervision of juveniles at all times.
2. **EMPLOYEES** shall ensure that during normal programming, each juvenile is within sight and sound observation of at least one employee at all times:
  - a. **EMPLOYEES** shall:
    - i. Directly observe juveniles at no more than 15 minute randomly staggered intervals during activities that preclude direct observation (e.g. showers, sleeping, bathroom usage, in room for any reason);
    - ii. Observe juveniles placed on suicide risk levels in accordance with Procedure 4250.01 Suicide Prevention Procedure;
    - iii. Directly observe the head and breathing of juveniles who are lying down; and
    - iv. Directly observe all juveniles in Separation at no more than 15 minute randomly staggered intervals and record these observations in the Separation Log Book to include:
      - (1) Time of observation; and
      - (2) Room number(s) observed.
3. **EMPLOYEES** shall conduct head counts hourly and document head counts in accordance with Procedure 4050.02 Head Counts.
4. **EMPLOYEES** shall conduct movement of juveniles in accordance with Procedure 4050.01 Movement of Juveniles Within the Secure Facility.
5. The **HOUSING UNIT MANAGER** shall ensure that employee to juvenile ratios are in accordance with Procedure 4002.05 Secure Facility Staffing Standards.
6. **EMPLOYEES** shall ensure all limited access areas are secured in accordance with Procedure 4050.05 Building, Equipment, and Vehicle Security.
7. **Juveniles Exiting Their Rooms.** The **UNIT SHIFT LEADER** shall ensure the following processes are followed when any juvenile group is brought out of their rooms:
  - a. Beginning on the side of the hall farthest from the dayroom, **EMPLOYEES** shall:
    - i. Unlock and open one door at a time;
    - ii. Ensure juveniles exit that room and stand by the door single file, facing away from the dayroom;
    - iii. Secure the door behind the juveniles; and
    - iv. Proceed to the next door, working toward the dayroom.
  - b. When all juveniles are out of their rooms with the doors secured behind them, **EMPLOYEES** shall:
    - i. Position themselves at the end of the hall nearest the dayroom;
    - ii. Instruct the juveniles to line up by two by two;

- iii. Account for all juveniles; and
  - iv. Signal the juveniles to exit the hall area.
8. **Juveniles entering their rooms.** The **UNIT SHIFT LEADER** shall ensure the following processes are followed when any juveniles group is entering their rooms:
- a. **EMPLOYEES** shall:
    - i. Ensure juveniles shall enter the hallway in an orderly fashion and stand single file against the outside wall of their rooms;
    - ii. Open the juvenile rooms beginning nearest the dayroom and direct the juveniles to enter;
    - iii. Close and locking the room door; and
    - iv. Proceed in similar fashion progressively securing the rooms away from the dayroom until all juveniles are secured.
9. **Dining Hall Supervision.** **EMPLOYEES** shall:
- a. Direct juveniles to enter the dining hall and sit at assigned tables quietly;
    - i. Direct juveniles to the food line one table at a time,
    - ii. Ensure juveniles with special diet needs are served last;
  - b. Position themselves with one employee at the head of the food line and the second employee monitoring the table seating area. If available, a third employee will supervise the rear of the food line.
  - c. Ensure that the juveniles obtain meals in an orderly fashion;
  - d. Coordinate their meals to monitor behavior during meals;
  - e. Assist health personnel in the distribution of medication in accordance with Procedure 3100.12 Medication Administration;
  - f. Account for juvenile eating utensils in accordance with Procedure 2501.01 Utensil Control;
  - g. Ensure juveniles exit dining hall in an orderly fashion; and
  - h. Conduct a head count prior to movement from dining hall area.
10. **Classroom Supervision:**
- a. The **ASSISTANT SUPERINTENDENT AND PRINCIPAL** shall establish a schedule assigning employees to the supervision of specific classrooms or to groups of classrooms;
  - b. The **ASSISTANT SUPERINTENDENT** shall designate a Housing Unit Manager to manage that day's schedule;
  - c. **EMPLOYEES ASSIGNED TO SUPERVISE SPECIFIC CLASSROOMS** shall:
    - i. Position themselves to enable direct observation of all juveniles;
    - ii. Control entry and the exit to the classroom; and
    - iii. Remain at their assigned post until school dismissal, or relieved by another officer at shift change.
  - d. **EMPLOYEES ASSIGNED TO SUPERVISE GROUPS OF CLASSROOMS** shall:
    - i. Physically observe each juvenile in assigned classrooms at 15 minute minimum random intervals;
    - ii. Reconcile classroom headcount with juvenile entry and exit since last check; and
    - iii. Remain on task until school dismissal or relieved by another officer at shift change.
11. **Juvenile Shower Supervision:** The **UNIT SHIFT LEADER** shall ensure:
- a. Each juvenile is afforded the opportunity to shower;
  - b. Showers are conducted according to the housing unit program schedule;
  - c. Juveniles remain in the shower unit in the case of a security call or other disruption where juveniles are directed to their rooms. Juveniles in the shower shall remain in the shower until the first opportunity to safely remove them.
  - d. Showers are not taken away as a consequence for bad behavior;
  - e. Shower rooms are safe and free of contraband prior to each juvenile entering;
  - f. Juveniles, if not showering, are not allowed to remain in their rooms;

- i. Juveniles who have completed showering go to their rooms to dress and complete any other hygiene needs before returning to the dayroom to join the rest of the unit;
- ii. **EMPLOYEES** patrol the hallways to ensure the safety of the juvenile who are in their rooms conducting these hygiene responsibilities;
- g. Juveniles not showering are directly supervised in the dayroom/lounge area(s);
- h. Juveniles wear shorts and t-shirts when going to and from the shower;
- i. Each juvenile takes his/her own hygiene items to and from the shower;
- j. Shower checks are conducted for timeliness and safety while juveniles are in the showers;
  - i. Each juvenile's head and feet shall be observed;
  - ii. All showers are utilized with one juvenile for each shower head;
  - iii. Individual shower times last no more than 10 minutes;
- k. Any juvenile with special needs to shower either first or last to meet the special need:
  - i. A note from the Health Unit is required for a juvenile to be categorized as requiring special needs;
  - ii. Any specialized hygiene items shall be checked out from the unit control room during shower time.
- l. Showers are clean and safe for the next day's use after the last shower is completed.

**12. Unit Cleaning Supervision:**

- a. The **SHIFT LEADER** shall ensure appropriate supervision of juveniles during unit cleaning.
- b. The **SHIFT LEADER** shall initiate unit cleaning duties in one of the following ways:
  - i. One Employee shall assign and supervise juveniles in hallway one to a dayroom activity. A second **EMPLOYEE** shall assign and supervise juveniles to clean hallway two. When the cleaning of hallway two is completed, hallway two juveniles shall be moved to the dayroom for an activity and hallway one juveniles shall clean hallway one.
  - ii. Both hallways are cleaned simultaneously by the juveniles. **EMPLOYEES** shall position themselves in each hallway to supervise the cleaning. Common areas are cleaned by upper level juveniles.
- c. **EMPLOYEES** shall place cleaning supplies in each hallway immediately prior to the scheduled clean up time;
- d. **EMPLOYEES** shall not lock any juvenile in his/her room during cleaning time.
  - i. If a juvenile must be placed in his/her room, the **EMPLOYEE** shall comply with Procedure 4064.01 Exclusion.
- e. **EMPLOYEES** shall directly supervise juveniles during all cleaning;
- f. **EMPLOYEES** shall not accept incoming phone calls during cleaning time. If necessary, communication during cleaning time shall be by radio;
- g. **EMPLOYEES** shall monitor the issuance, use, and return of all cleaning supplies;
- h. **EMPLOYEES** shall inventory cleaning supplies and tools prior to storage and at each shift change;
- i. **EMPLOYEES** shall document the beginning and ending of cleaning time in the unit log;
- j. **EMPLOYEES** shall continue to use exclusion and close observation monitoring forms during cleaning.

**13. Special Activity Supervision:**

- a. The **SHIFT LEADER** shall ensure:
  - i. Religious services are supervised in an orderly fashion;
  - ii. Coordination of special activity scheduling and movement of juveniles to the activity under direction of the event's sponsor, e.g. Chaplain, volunteer coordinator, etc;
  - iii. Juveniles comply with the dress code prior to movement;
  - iv. Juveniles are checked for contraband prior to movement;
- b. **EMPLOYEES** shall conduct a headcount and document this headcount in the unit log in accordance with Procedure 4050.02 Headcounts;

- c. **EMPLOYEES** shall conduct appropriate movement of juveniles to and from the activity with coordination with Dispatch and Security personnel;
  - i. If the activity continues into evening hours, the **SHIFT LEADER** shall ensure appropriate back-up by security or other housing unit personnel to prevent any possible juvenile flight;
- d. **EMPLOYEES** shall ensure that no inappropriate materials are brought to or from any activity;
- e. **EMPLOYEES** shall provide constant, respectful, and appropriate supervision of juveniles who are attending activities;
- f. **EMPLOYEES** shall ensure juveniles interact appropriately;
- g. **EMPLOYEES** shall quickly address issues of safety and security of juveniles, employees, and/or volunteers within the activity area;
- h. **EMPLOYEES** shall respect religious services or special activities and minimize any disruption of these activities;
- i. **Employees** shall provide assistance to the Chaplain, juveniles, volunteers, and/or event sponsors as needed.

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01/17/06	James Hillyard		